

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

UGANDA

2. AGENCY

USAID

3a. POSITION NO.

4. REASON FOR SUBMISSION

☒ a. Redescription of duties

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

Position
No.

(Title
)

(Series)

(Grade)

☐ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification
Authority

Program Management Specialist TB-FSN

b. Other

FSN-11

c. Proposed by Initiating
Office

6. POST TITLE POSITION (if different from official title)

7. NAME OF EMPLOYEE

8. OFFICE/SECTION
USAID/HHE Office

a. First Subdivision

HHE Service Delivery Sub Team

b. Second Subdivision

N/A

c. Third Subdivision

N/A

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

TBD

Typed Name and Signature of Employee

Date(mm-dd-yy)

Seyoum Dejene

Typed Name and Signature of Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Karen Klimowski

Typed Name and Signature of Section
Chief/Head

Date(mm-dd-yy)

Edward Michalski, EXO

Typed Name and Signature of Human Resources
Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

This is a technical position to serve in the Health, HIV/AIDS and Education office at USAID/Uganda. The incumbent provides technical and professional leadership to plan, implement, monitor, and oversee mission supported tuberculosis (TB) activities. The incumbent role includes planning, designing, organizing, directing, and coordinating development programs and monitoring and evaluation of activities implemented by NGOs, CBOs, UN agencies, and other partner organizations through grants, cooperative agreement and/or contracts. The incumbent will report to the Infectious Diseases Team Leader under the Service Delivery sub-Team.

BACKGROUND:

The dynamic, diverse, and fast-paced Health, HIV/AIDS, and Education (HHE) office within the USAID/Uganda mission is seeking a qualified professional to provide support to the Mission's TB control and prevention activities. The position is located in the Health, HIV/AIDS and Education - Development Objective 3 (DO3) office. DO3 is the largest Team in USAID/Uganda, with 46 staff. There are four teams within the office – Education and Health Seeking Behaviors; Service Delivery; Systems Strengthening; and Program Support. The job holder will sit on the Service Delivery Team. Together, these teams manage a wide array of programs, many of which are cross-cutting and integrated in design. Each element of the portfolio contributes to the Global Health Initiative (GHI), seeking country-led health approaches that focus on integration of services, leveraging host country and other donor investments, strengthening health systems, a focus on women and girls, improved application of evaluation, innovation, and science and technology.

The office's operating year budget is approximately \$230 million focused on a wide range of projects in HIV/AIDS, TB, Health Systems, Malaria, Reproductive Health and Family Planning, Maternal and Child Health, Nutrition, and Emerging Pandemic Threats. The incumbent is responsible to ensure that Mission's TB activities integrate with the broader DO3 health, HIV/AIDS and education activities in order to leverage resources and maximize impact.

The Service Delivery Team is a high performing group of 16 individuals including cross-cutting persons. The team includes a US Direct Hire (USDH) Team Leader, an FSN Deputy Team Leader, 9 FSN Project Management Specialists, a US Direct Hire technical staff member, three TCNs, one FSN Office Manager, a CDC malaria advisor, and a Program Development Assistant. Together, the team manages activities totaling approximately \$ 100 million. The Service Delivery Program requires intensive multi-agency planning, extensive Government of Uganda (GoU) consultation, Technical Working Group alliances and consultation, and donor coordination at the program level.

SPECIFIC DUTIES

The USAID Project Management Specialist -TB (PMS-TB) is a key member of the USAID DO3 Service Delivery sub-Team. The PMS-TB has responsibility for ensuring coordination of USAID funded TB programs through a variety of governmental and non-governmental partners at national, district, and community levels.

The PMS is responsible for program activities that work to strengthen improved TB service delivery to ensure that the program is aligned with national priorities, strengthens existing systems and structures. The PMS will also ensure that USAID supported programs implement innovative, high impact, scientifically proven, evidence based interventions, new technologies and approaches that will advance the National TB program goals and objectives,

while at the same time continuously learn and adapt strategic approaches in accordance with the Mission's continuous learning and adaptability agenda.

The incumbent will ensure that the Mission's TB programs are implemented in an integrated manner with other Mission's health, HIV/AIDS, education, and nutrition programs. The incumbent will also explore opportunities for collaboration with other Mission activities beyond DO3 especially DO2, in order to address non-health related causes of critical vulnerability among TB patients.

14. Major Duties and Responsibilities (% of time)

A. Program Management (40%)

Provide oversight of activities related to TB program in USAID/Uganda's cooperative agreements/contracts. Key program management activities include:

1. Participate in program management teams for DO3 TB and integrated service delivery/technical assistance projects;
2. Participate in Mission review of technical proposals in the area TB and integrated health service delivery;
3. Evaluate the performance of IP organizations involved in TB and integrated health service delivery activities;
4. Conduct periodic field visits to identify and assess the quality of services and the impact of program inputs, and to ensure regular communication with IPs and counterparts at all levels;
5. Monitor program resources allocated to TB and health service delivery activities to ensure that they are being used effectively to implement their respective programs;
6. Collaborate with the USAID health communication programs to advance TB advocacy, communication and social mobilization objectives;
7. Collaborate with USAID health system strengthening programs to ensure that system wide issues affecting TB program implementation are addressed;
8. Exercise good judgment and discretion in resolving program-related issues and conflicts;
9. Report implementation obstacles to relevant DO3 team members, and make appropriate recommendations to resolve them;
10. Act as agreement officer's representative/alternate, for large complex awards;
11. Review partner work plans, budgets, implementation activities, and reporting requirements;
12. Prepare required authorization documents for signature of the responsible Mission official, and track disbursements to program partners; and
13. Prepare and amend USAID documentation, including, Action Memoranda, scopes of work, and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

B. Technical Oversight (25%)

1. Provide sound technical advice that will strengthen the Mission's efforts in TB service delivery in the public and private sector;

2. Provide overall technical guidance and leadership on TB to DO3 implementing partners, emphasizing evidence-based best practices;
3. Conduct and analyze program evaluations to redefine concepts and criteria for new and expanding programs;
4. Provide technical guidance and leadership on USAID/Uganda TB activities;
5. Work with the national TB program to define the national research agenda on TB and inform Ministry of Health policies and guidelines;
6. Participate in strategic and policy level discussions involving TB control and prevention and
7. Ensure integration of TB in HIV, nutrition and other relevant health services.

C. Coordination with key stakeholders 25%

1. Participates in national level technical, programmatic and policy meetings and consultations related to TB with other donors, government officials and implementing partners;
2. Ensure technical and programmatic synergy within USAID/Uganda supported TB activities and between those of government and other development partners by facilitating exchange of technical information and identifying and fostering opportunities for partnership on technical and programmatic activities;
3. Maintain close contact with relevant national, district and local government officials, particularly in focal areas regarding TB, health and education HIV/AIDS service delivery;
4. Actively participate in the coordination between USAID, other U.S. government implementers, and key stakeholders, involved in improving services in Uganda both in the public and private sectors;
5. Represent USAID on key national level technical working groups, including the STOP-TB Partnership;
6. Maintain regular contact with professional counterparts at the national level; and
7. Represent the interests of USAID program objectives, using both diplomacy and technical clarity in discussions related to program concerns and issues.

F. Other Duties (10%)

1. The incumbent should expect adjustments in assigned duties and responsibilities within the larger DO3 team, as needed.

15. Qualifications

A. Education: A Master's Degree in Public Health, Medicine, International Health or related field is required.

B. Prior Work Experience: At least 6 years of progressively responsible professional experience in clinical medicine or public health including experience in the field of TB and HIV. Experience working in health service delivery is particularly desirable. Work experience should include at least 3 years of planning, developing, implementing and managing public health programs in resource poor settings.

C. Language: Level IV (fluent) English language proficiency, speaking and writing is required.

F. Skills and Abilities: Demonstrated ability to work effectively as a member of a high performing team is necessary. Ability to develop and maintain effective working-level and management-level contacts within service delivery activities of the government and NGOs; ability to work effectively with team and interagency environments; excellent computer skills including Word, Excel, Database software, E-mail, and the internet; strong management skills, including financial management, administrative, and monitoring skills to track the performance of implementing partners and activities; ability to present information, analyses, and recommendations in clear written and oral formats; and the ability to travel to regions and districts within Uganda.

16. Supervision/Reporting

The incumbent must function with substantial independence, with minimal supervision and mentoring. The incumbent is supervised by the Infectious Diseases Team Leader under the Service Delivery sub-Team and works collaboratively with other team members in the DO3 office.

Performance of the PMS will be evaluated in regards to the effectiveness in which he/she carries out the primary duties and upon the completion of annual work objectives established with the Infectious Diseases Team Leader.